

7th Meeting of Fort River School Building Committee

5:30-7:30 PM, Tuesday, April 3, 2018

Fort River Elementary School Library

70 South East Street, Amherst, MA 01002

NOTE: This meeting is recorded by Amherst Media and made available to the public via amherstmedia.org.

AGENDA

1. Call to Order.
2. Approve Minutes of Previous Meeting.
3. Public Comments.
 - Email messages
4. Review Air Quality Solicitation Responses – Vote.
5. Committee Membership.
 - Current status of open seats
 - Process for filling open seats
6. Future Meeting Location.
7. Review Current Invoices
 - Invoice for recording meeting minutes – Vote.
8. Review Budget.
9. Look At and Discuss RFQ Draft.
10. Adjourn.

IN ATTENDANCE (* voting member)

Jonathan Salvon, Interim Chair*	Eric Nakajima, Interim Vice-Chair*	
Irene Dujovne*	Allison Page*	Kristine Royal*
Maria Kopicki*	Jim McPherson*	Diane Chamberlain*
Anthony Delaney, Town of Amherst		Heather Sheldon*

MINUTES

1. Call to Order.

Mr. Salvon calls meeting to order, stating that it is the 7th committee meeting and is being taped by Amherst Media. The agenda (**Document 1**) has already circulated.

2. Approve Minutes from Previous Meeting.

Item deferred since not everyone has had time to read the minutes. Minute recorder is absent and will draft this meeting's minutes from Amherst Media's recording.

3. Public Comments.

No public comments, although there were emails sent from the public. Consideration of whether emails should be read publicly, since people emailing may not have been aware of this possibility. For future, there should be a disclaimer sent to commenters that anything addressed to the committee is public record. This notice could be made on the website. Consideration: what is the best way to respond to public comments arriving via email? Issues raised should be added to the agenda for the committee to address them in meeting. Can chair answer emails as a spokesperson, or must emails be fielded by entire committee?

The committee agrees **that the topic of public outreach should be added to the next meeting's agenda.**

4. Review Air Quality Solicitation Responses – Vote.

An email was sent out to the committee on Friday, March 30 regarding the submissions of quotes for indoor air quality testing. One response was sent in, from **ATC Group Services, with a bid of \$15,760.** ATC proposed doing a slightly different methodology than defined in the contract. The committee would accept an upgrade that was offered, but will not change their proposed methodology for the testing. Concern: the sampling can be done before break, but results could take up to a month to be ready. Various committee members voice their confidence in ATC, having previously worked with them. **Motion to accept ATC's proposal; seconded. Motion passes unanimously.**

5. Committee Membership.

The town committee is most concerned with the categories being filled by volunteer committee members, not necessarily with each individual appointment; it defers to the school building committee to make its own appointments in the categories set by the town committee. The positions to fill are **two for teacher/staff** and **one for a town manager.** Motion to nominate Ben Herrington to committee; seconded. Motion passes unanimously. **Mr. Herrington is now a committee member, but cannot vote until sworn in.** The committee will put out another round of communications to encourage others to volunteer for the committee.

6. Future Meeting Location.

Changing locations is not urgent, since the Fort River School's doors can be left unlocked after 5:30. Some potential alternate locations mentioned are the police department, Bangs Community Center, the library and the town hall. Concern: moving around will make it more difficult for public to find meetings. As long as a 5:30 meeting time works, Fort River School can remain the meeting location. When interviewing designers, however, a town room may be preferable. Meeting at Fort River School will not be possible during the summer months (beginning June 22) due to various activities (such as summer camps).

7. Review Current Invoices.

Mr. Salvon passes around a copy of the invoice for the minutes recorder. **Motion to pay invoice; seconded. Motion passes unanimously.**

8. Review Budget.

Two potential new budget items are mentioned, for **\$400** and **\$2,000**. [Inaudible in recording of meeting. At meeting 8 it was clarified that the \$2,000 probably is related to the town council.]

9. Look At and Discuss RFQ Draft.

The only major update to the draft is **a project phase and work plan section in Part I**. Regarding the overall progress of the draft, Part I is in good shape; Part III still needs some work. Committee should review the designer contract. Concern: should the designer of the feasibility study be making a recommendation for solutions to the committee? The committee weighs the potential aide of getting a professional opinion versus the risk of being pulled in the direction of a subjective recommendation. If the committee chooses to solicit a recommendation, should it comment on the proposed solution? The committee goes through the draft page by page. Considerations: Town-funded versus state-funded options; MSBA versus non-MSBA (an MSBA project could get better funding); making a net zero renovation project; possibility of committee offering a variety of potential designs within each category, and asking the designer to give their preferred solution within each option; the term “preferred solution” was preferred to “recommendation”; other changes in language were proposed, since this document was modeled on an MSBA-specific draft for a SUNY building; making the pre-bid conference mandatory, which would be for 30-40 people and last 1-3 hours; **target date for conference May 9**, since it’s an early release day; discussion of having a subcommittee (to be added to the next agenda); whether or not to use a grading rubric (“evaluation criteria”), and how regimented this system of evaluation would be – would the selection be bound to the rankings, or could it be simply informed by them?; geographical proximity of designer firm.

The RFQ task force needs to meet again to incorporate the various issues raised into a revised draft.

10. Adjourn.

Motion to adjourn; seconded. Meeting is adjourned.

DOCUMENTS

1. Agenda

Fort River School Building Committee
Meeting 7

Tuesday, April 3, 2018

5:30-7:30pm

Meeting being taped for broadcast on Amherst Media

LOCATION: Fort River Library

Agenda

Call to Order

Approve minutes of previous meeting

Public Comment

- Email messages

Review Air Quality solicitation responses – Vote

Committee membership

- Current status of open seats
- Process for filling open seats

Future Meeting Location

Review current invoices:

- Invoice for recording meeting minutes - Vote

Review budget

Look at & discuss RFQ draft

Adjourn